

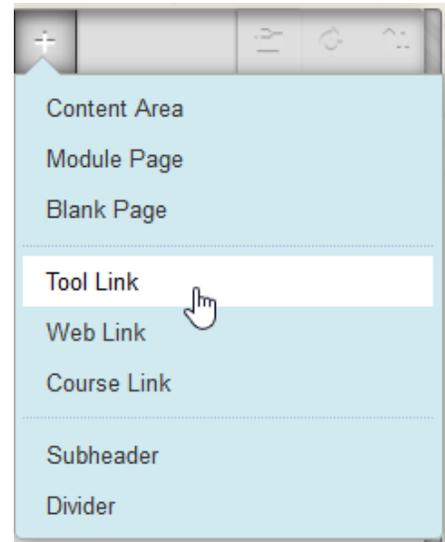
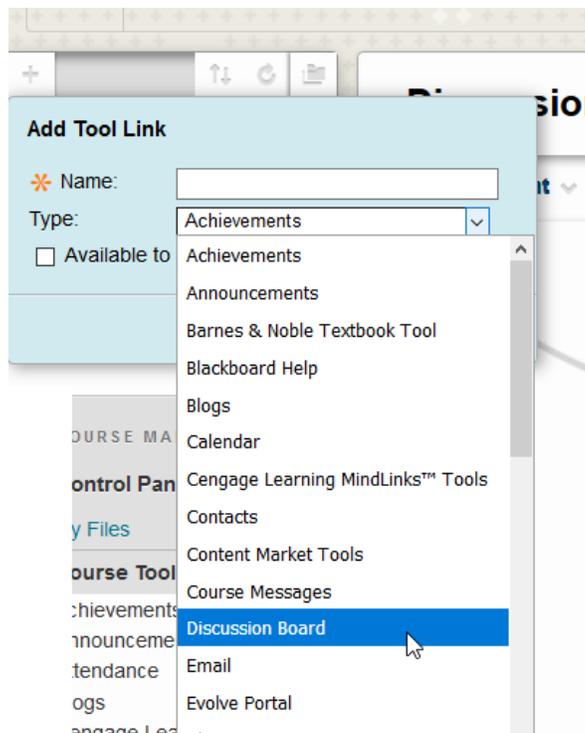
## Setting Up the Discussion Board in Blackboard

A Discussion Board is an asynchronous communication tool that allows students and instructors to communicate through posting or answering questions. Students respond to a discussion board forum topic by creating a thread, or replying to an existing thread. Discussion boards can only be viewed from Blackboard and are not publically accessible. A discussion board can also be referred to as a forum, message board, or bulletin board.

### Getting Started

The discussion board link is not part of the course template so faculty need to add the link to their course menu. To do so:

1. Make sure Edit Mode is on
2. Click on the + at the top left of your course menu
3. Select Tool Link
4. Name the link Discussion Board
5. Under Type, use the drop down menu to scroll down to find and select Discussion Board



6. Click on the box Available to Users and then Submit.
7. The discussion link will now display in your course menu.

## Creating a Forum

Once you have created the link, click on it to navigate to the discussion page.

1. Click Create Forum
3. On the Create Forum page, provide a forum name and description
4. Set Forum Availability to 'Yes'
5. Next, choose your Forum Settings

- Viewing Threads/Replies -
  - Standard View** allows to see all posts, or you can restrict the forum so students must post before they can read their classmates' posts
  - Standard View
  - Participants must create a thread in order to view
- Grade - Enable grading to make it easier to assess student posts. Rubrics can be associated with graded forums
  - No Grading in Forum
  - Grade Discussion Forum: Points possible:
  - Grade Threads
- Subscribe - Determine whether subscriptions are enabled for the threads or forums
  - Do not allow subscriptions
  - Allow members to subscribe to threads
  - Allow members to subscribe to forum
- Create and Edit - determine whether to allow students to post anonymously, delete their posts, edit their posts, create new threads, attach files, etc.
  - Allow Anonymous Posts
  - Allow Author to Delete Own Posts
    - All-posts
    - Only posts with no replies
  - Allow Author to Edit Own Published Posts
  - Allow Members to Create New Threads
  - Allow File Attachments
  - Allow Users to Reply with Quote
  - Force Moderation of Posts
- Additional Options - You can also enable post tagging and rating

Click Submit.

## Creating a Thread

1. Navigate to a Discussion Board Forum and click on 'Create Thread' button on the upper left of the content frame.
2. On the Create Thread page you are asked to provide a subject and a message.
3. You can also provide Attachments from your computer or from within your course.
4. Click Submit.

## Replying to a Thread

1. Navigate to a Discussion Board Forum and click on the thread that you want to reply to
2. On Thread Detail page you see a blue 'Reply' button, click it to reply to the currently viewed thread.
3. On the Reply to Post page you will see the message you are replying too. You also have fields to fill in Subject, your reply in the Message area, and the abilities to attach files.
4. Click Submit.